

Submitting a course is a vital step in completing training. In some cases, this step completes the instruction portion of a class and triggers a test assignment. In courses with built-in test assignments, submitting the course signals completion of the assignment and initiates training record updates.

Tip: Completing a Training Assignment

- 1) Open the course from your "My Training" page.
- 2) Complete your training which may include the following:
 - "Launch Course" (#1)
 - ensure you view each page/section and complete any exercises
 - end-of-course built-in tests (if applicable)
 - Open and review any supplemental materials (#2)
 - Certify Yes/No (if applicable)
- 3) When all requirements are complete, you will be returned to the course detail page.
- 4) Click the green check-mark (#3) to submit your course as complete.
 - If there is an associated end-of-course test, you will receive an email assigning this to you shortly.
 - If there is no end-of-course exam, an email will inform you that you have completed your course.

The screenshot shows a course page titled "Course : RMS - Bloodborne Pathogens Training". The page contains instructions for completing the course. A red circle highlights a "Launch Course" button, labeled with a red "1". Below the instructions, a red circle highlights a link to "University specific information regarding Bloodborne Pathogens", labeled with a red "2". In the top right corner, a red circle highlights a green checkmark icon, labeled with a red "3".

For additional information visit the complyND website:

<http://comply.nd.edu/training/info-for-trainees/>